

Abbreviated Local Host Guide for Running a NASBR Meeting

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Responsibilities of the Local Host	2
Responsibilities of the Program Director	2
Preparing a bid to host a NASBR Meeting	2

Responsibilities of the Local Host

(from the NASBR Constitution Article III Section 5) “The Local Host is an individual selected to host an Annual Meeting three years in advance. He/she generally selects a Local Committee to assist in the planning and execution of the symposium. The Local Committee is an ad hoc assembly of persons who undertake to organize a single annual or international meeting. The Local Host becomes a non-voting member of the Board in the year prior to his/her Annual Meeting, and remains a member of the Board until the close of the Annual Meeting the year after his/her Annual Meeting ends. The Local Host is a non-voting member of the Board, unless he/she is also serving as a regular (elected) Board member”

In 2006 the BoD recommended that the Local Host assume primary responsibility for all aspects of organizing the annual meeting. While the program Director is primarily responsible for assembling the abstracts and program for the annual meetings, they are also expected to help the Local Host negotiate with hotels. Only the Program Director has the authority to enter into contracts on behalf of NASBR.

Responsibilities of the Program Director

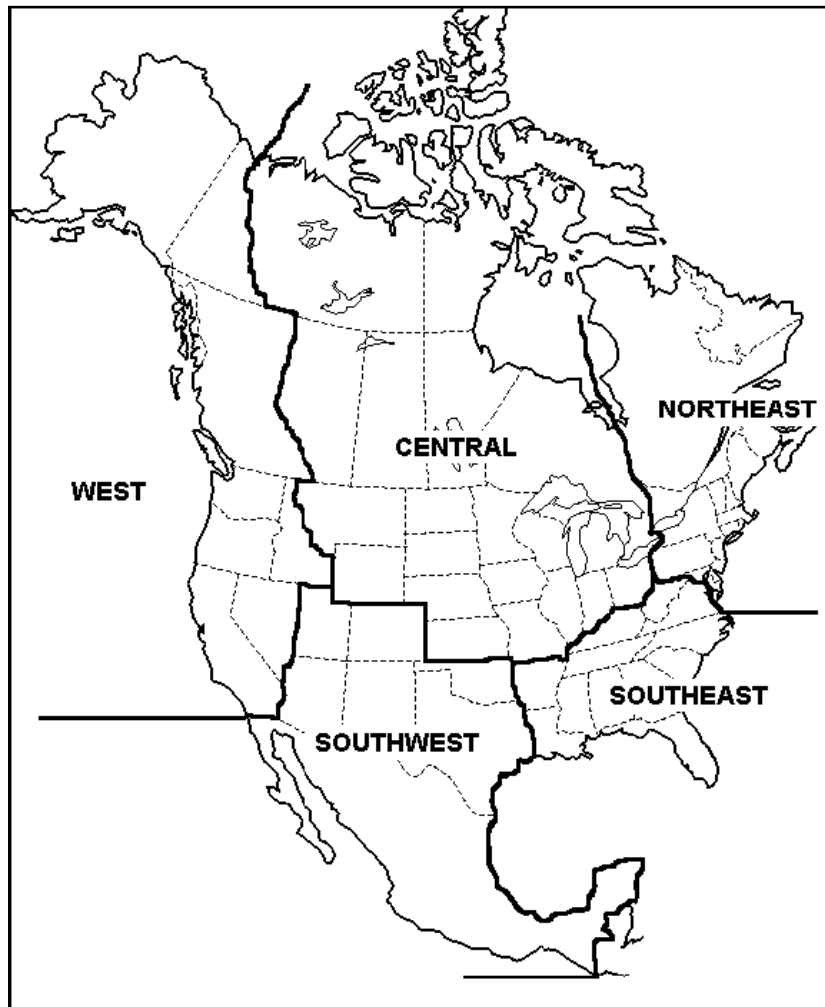
(from the NASBR Constitution Article III Section 2) “The Program Director serves at the will and pleasure of the Board, and is selected by the Board for an indeterminate, mutually-agreed upon period”.. (from the NASBR By Laws Article II Section 2) “The Program Director is a non-voting member of the Board, nominally without voting privileges except in the case of a tie vote in which case the Program Director may cast the tie-breaking vote. Upon selection the Program Director is authorized to produce the annual symposium in conjunction with a Local Host and the Local Committee. The Program Director may, without approval of the Board, appoint Associate or Assistant Program Directors, or other persons to assist in the production of the annual meeting. The Program Director is authorized to enter into contracts on behalf of NASBR with hotels, civic centers, university conference sites, audiovisual equipment suppliers, banquet facilities, printing firms, and all and any other organizations with goods or services necessary to the production of an Annual Meeting”.

In 2006 the BoD recommended that the Program Director’s primary responsibility is to assemble the abstracts and program for the annual meetings. This was intended to allow the Local Host, who is “on-site”, latitude in planning meetings. It was also recommended that the Program Director be appointed by the BoD for a renewable 3-year term.

Preparing a bid to host a NASBR Meeting

Individuals interested in serving as hosts to a future meeting of NASBR should consult with the Chairman of the Board for information about which sections of North America are appropriate for the year in question. NASBR meetings are held from Wednesday evening through Saturday evening, usually during the month of October.

In 2006 the BoD recommended that NASBR adopt a geographic rotation system to ensure that all regions of North American are visited regularly. A diagram of this system and a history of NASBR meetings from 1996 through 2010 are given below. Exceptions to the geographic rotation, may occur periodically when opportunity to meet with international societies are available or if no more than one bid is forthcoming from the region due for rotation. For example the Southwest was visited out of rotation in 2007 because an opportunity occurred to have a joint IBRC international meeting with NASBR.



<u>West</u>	<u>Southwest</u>	<u>Southeast</u>	<u>Northeast</u>	<u>Central</u>
2009	2010	2006	2008	2004
2005	2007	2000	2002	2003
2001	1997	1996		1999
				1998

If the Chair, in consultation with the BoD, feels that a venue is appropriate, the prospective Local Host needs to gather information in preparation for making a bid at the NASBR General Business meeting. ***The prospective Local Host***

should not sign any agreements with the hotel and make certain that the hotel understands that these inquiries are tentative and serve only as a basis for our consideration of their facilities. The following information should be collected when preparing a bid:

- Determine (with assistance from the Chair of the BoD and Program Director) approximately how many hotel rooms should be guaranteed from Wednesday to Saturday inclusive for the week of the annual meeting.
- Make preliminary contact with host hotel and host institution. Attempt to arrive at approximate costs for hotel use.
- Determine from the list below what items NASBR must pay for and what items the hotel will provide at no charge, as a benefit for room rental.
 - Large auditorium that can accommodate 400 people arranged theatre style, for the opening plenary session and all day Thursday. Ideally this room can be broken into two rooms each seating 200 people arranged theatre style for use all day Friday, Friday evening, and Saturday until 5:30 PM. A third room for 150-200 people is required for all day concurrent sessions on Friday and Saturday. Additionally, a fourth room is required on Saturday for up to 50 people for the Teachers Workshop. (numbers may change depending on anticipated attendance). These rooms require a podium, lectern, projection screen, PA system, and PowerPoint projection system. An AV technician should be present at all times.
 - A smaller room (300-400 square feet) with conference table and chairs for board of directors meetings, and other small events is required throughout the conference.
 - Large space (such as a second floor foyer) where registration of attendees can take place, local committee services will be available, bulletin boards, etc. (Entire meeting). This space might also accommodate vendors (see below).
 - Space and stands adequate for the display of 100 posters that can remain set up between Wednesday afternoon and Saturday afternoon.
 - Adequate space for vendors including locked storage. Local host should determine in advance how much space each vendor will need.
 - Dining room for conference banquet on Saturday evening. Approximately 200 people will attend. Not sure about numbers here? We have never had 300, only 190 in Scranton????
 - A reception room for a social, with no-host bar, on Wednesday evening until 11:00 PM. The pre banquet social could also be held in this space. One of the smaller meeting rooms would also be adequate for this purpose.

- Adequate space for coffee breaks at approximately 10:00 AM and again at 3:00 PM. It is vital that this area be in close proximity to the meeting rooms.

If the prospective Local Host and Program Director are satisfied that a hotel can provide the above facilities they are encouraged to present an invitation to host NASBR to the Membership at an annual meeting two to three years in advance of the proposed date. Other information that an invitation should include is:

- Cost of rooms per night, single or double occupancy.
- Details about hotel (website, etc.).
- Schedules of airline or rail service to the host city.
- Estimated cost of shuttle service to/from airport.
- Travel directions for arrival by car, airplane, bus, local transportation.
- An estimate of the level of support expected from local institutions, agencies, or organizations.
- general overview of the climate at this time of year, local events of interest, local attractions of interest, , and restaurants.
- Scan past websites of annual meetings through NASBR home page for items of interest

If a bid is officially accepted by NASBR, the Program Director will visit the hotel with the Local Host at the earliest convenient date and assist the hotel in preparing a contract. The Program Director will sign the contract on behalf of NASBR. At this point agreements and arrangements become binding on both parties. Many hotels will not be prepared to enter into detailed specifications of meeting rooms and other spaces or services but prefer to wait until one year prior to the beginning of the conference.

Nonetheless, the local host should start to work on the following:

- Determine approximate costs of audiovisual requirements and banquet meal.
- Determine approximate costs of morning and afternoon breaks, and receptions (opening, poster session, pre-banquet).
- Determine approximate costs of program and abstract printing, and name tags.
- Determine approximate costs of registration.
- Begin to solicit donations (sponsorships) to cover costs of opening and poster session receptions.